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| 1. Go to [www.cmcss.net](http://www.cmcss.net), Faculty and Staff, and go to Teacher Website Admin 2. Log in using MyLogin credentials and IF you have to choose   click on My Teacher Website.  \*some may go directly into Teacher Website admin |  |
| 1. Teacher Data – update information and type some general (not personal) information in the About Me space. Remember it will be on the Internet for all to see. 2. Click Update. |  |
| 1. Click the Classroom Expectation icon at the top of the page and enter your text for your first expectation.   \*Be sure to have unique numbers in the Display/Order box IF you use it. Duplicates in the Display/Order will lock up your page.  If you don’t enter anything, expectations will appear in the order they were entered.  Click Create.   1. Repeat until all expectations are entered.   \*You should always have an empty one at the bottom. |  |
| 1. Click the Classroom Links icon at the top of the page.   Type the name of the website for which you wish to provide a link for students and parents.  Enter the complete web address in the hyperlink box.  \*Suggested method: Open the page you want to link to, copy the address, paste it in the hyperlink space.  Enter a unique number in the Display/Order box. \*SEE #5 above.  Click Create.  Repeat until all links have been entered.  \*You should always have an empty one at the bottom.  See document, [Linking Your Document to Your Teacher Webpage](file:///C:\Users\Donna%20Baker\Desktop\Linking%20Your%20Document%20to%20your%20Teacher%20Website.docx) for directions to publish your documents using the link section and the district server. |  |
| 1. Click the Classroom News icon at the top.   Enter the type of announcement from the dropdown and type the text. Click Create.  Repeat until all assignments, notes, etc. have been entered.  \*IF you choose to use this section, please remember to update. Old news doesn’t look professional.  If you wish to embed media you can paste the code in the text box here to show off student work, etc. |  |